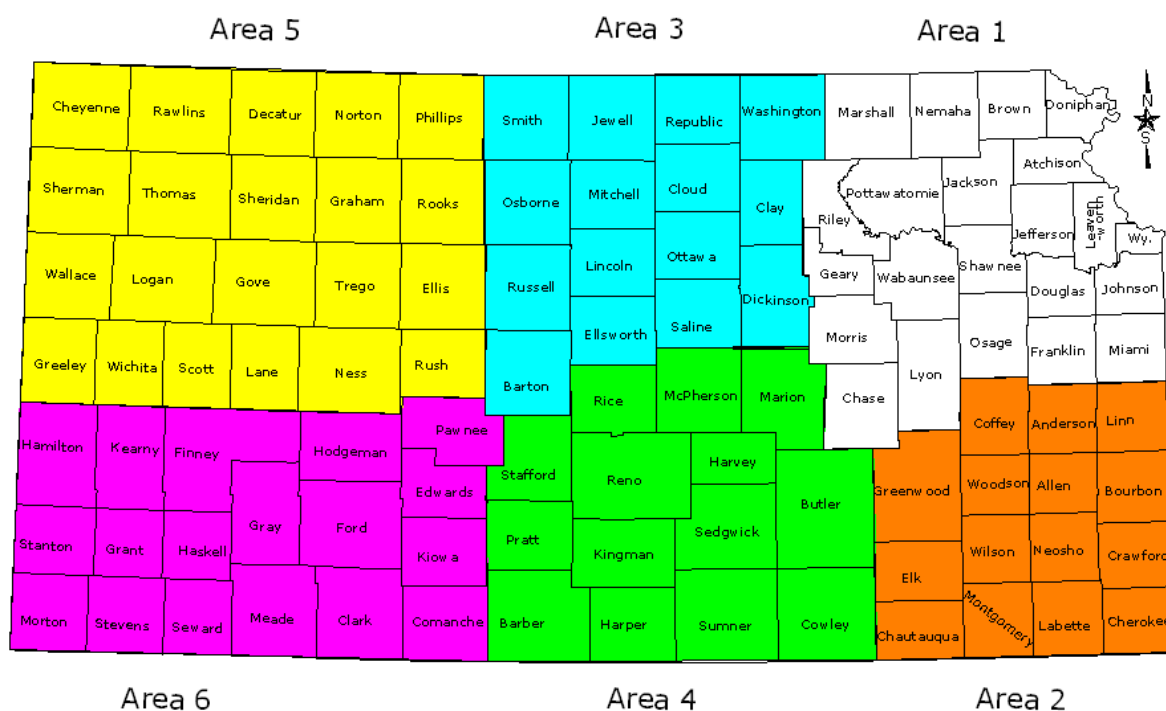


STATE OF KANSAS

Telecommunications, Audio/Visual Installation and Repair Services



Multiple Vendors

This contract will be awarded to at least one vendor per area dependent upon qualified responses to meet the required services.

General Categories of Systems and Equipment are, but are not limited to:

Installation

- UTP Cabling
- Cisco Switches & Routers
- Cisco Wireless Access Points
- Toshiba Key Telephone Systems
- Fiber Optic Cabling
- Inter and Intra Building Cabling Systems
- Audio/Video Systems
- Planning, Design and Estimating
- MAC's (Moves, Adds and Changes)
- Wireless Signal Strength Mapping (Wireless Heat Maps)

Repair

- UTP Cabling
- Fiber Optic Cabling
- Inter and Intra Building Cabling Systems
- Audio/Video Systems
- Planning, Design and Estimating
- Cisco Switches & Routers
- Cisco Wireless Networks
- Toshiba Key Telephone Systems
- PBX's

Labor

All vendors shall be responsible for ensuring labor supplied for work requested is qualified to complete the requested work.

In the event subcontracted labor is used, the primary vendor is responsible for ensuring that labor meets the same qualifications to complete the work and is responsible for coordinating all work to be performed by subcontractors.

Materials

Materials may be provided under this contract by the vendor when the State of Kansas deems it to be cost effective or necessary to restore critical service as quickly as possible. Vendors are responsible for receiving, storing, and securing any materials they are providing for a project.

Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard, and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

In all cases, purchases of materials shall be approved in advance by the agency for which the work is being performed.

Vendor Requirements (General)

All contracted staff shall provide their own transportation, tools of the trade, test equipment and are responsible for the security of their tools and test equipment. Tools used for measuring performance and for quality assessment shall be approved by OITS.

All vendors shall be insured and bonded.

All vendors and subcontractors shall have good customer service skills and shall conduct themselves in a professional manor at all times. Vendors are totally responsible for all actions and work performance of their staff and their subcontractors.

Vendors and their subcontractors shall be responsible for cleaning up and removing any trash or debris generated from an assigned task. Any outside construction sites shall be returned to grade and made to conform to the surrounding landscape.

Vendors bidding on trenching and boring services shall include mule tape and a 12-AWG solid copper direct burial-rated end-to-end detectable tracer wire in all conduits. A minimum of 10' of slack shall be extended into each pull box.

Vendor is responsible for adherence of all codes, including local codes.

Vendors shall immediately notify OITS of any problems or potential problems which could adversely affect the project schedule or budget.

Vendors and their subcontractors are responsible for acquiring any necessary parking permits and are responsible for any parking violation citations received.

Vendors with technicians who possess a Security Clearance issued by the OITS Central Office may receive preferential consideration on certain projects. (Refer to Page 7 for contact information to obtain clearance.)

Any work performed under this contract by the vendor that does not meet the expectations of the customer or OITS or does not meet standards shall be repaired or replaced at the sole expense of that vendor.

Vendors shall provide an annual report by July 15th of each calendar year summarizing all work performed under this contract during the previous 12 month period. The report shall be filled out in Microsoft Excel format using the provided template and submitted to Reports@da.ks.gov. The report will summarize all work performed under this contract and shall also include RCDD credentials as well as performance management and quality assessment tools and test equipment information.

All vendors must interface with OITS via e-mail. Immediate e-mail confirmation/notification will be required for the following:

- Receipt of work request
- Scheduled date of work request
- Completion of work request

Vendor Requirements (Voice/Data)

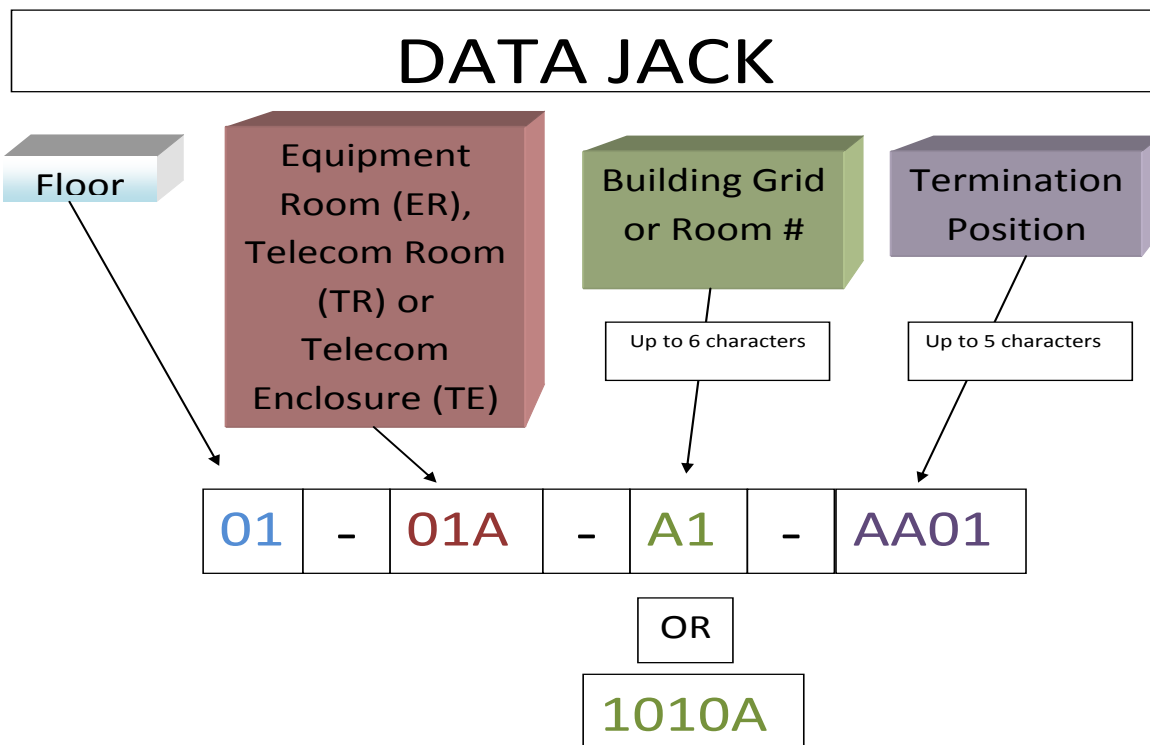
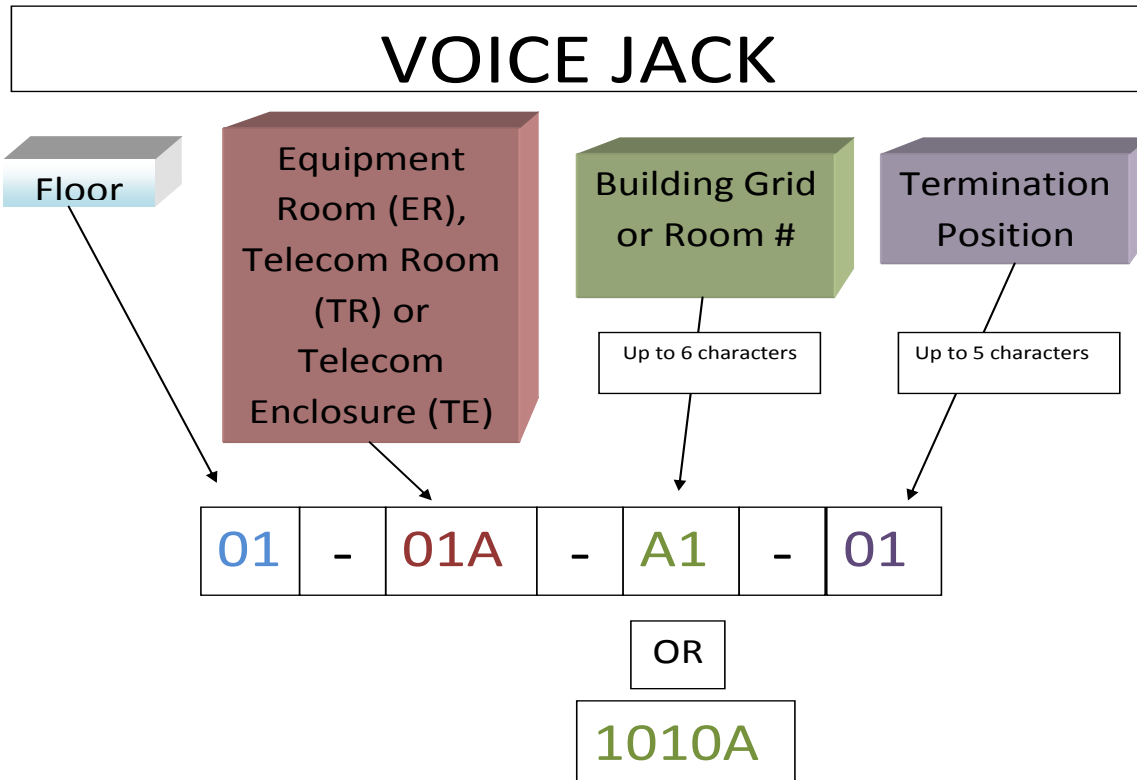
All vendors bidding on telecommunications installation and repair services shall employ a BICSI Certified Registered Communications Distribution Designer (RCDD) on their staff. The RCDD's name and company must be verifiable on the BICSI website and match the company name of bidder. RCDD credentials shall be submitted on an annual basis to verify contract conformance. The RCDD may be asked to inspect specified projects and certify in writing that said projects have been performed with quality craftsmanship and that all EIA/TIA, BICSI, and NEC standards and codes have been met.

All vendors bidding on telecommunications installation and repair services will be required to dispatch technicians with a minimum of two years hands-on experience working in the trade. Companies with BICSI certified technicians on staff will take precedence. BICSI certification credentials shall be submitted on an annual basis to verify contract conformance.

The State of Kansas' telecommunications infrastructure uses predominantly Ortronics jacks for UTP connectivity. Therefore, all vendors bidding on telecommunications installation and repair services who have certified Ortronics

installers on staff may take precedence. Ortronics credentials shall be submitted on an annual basis to verify contract conformance.

Vendors shall label copper cables and jacks as outlined on the OITS labeling standards documents below:



Vendors shall label fiber optic cables, enclosures, and jumpers as instructed by OITS.

Vendors shall submit cable/jack/test documentation on all links and channels, via e-mail, to OITS within 5 working days of completion of project as a prerequisite for payment of the work performed.

Vendor Requirements (Audio/Visual)

All vendors bidding on Audio/Visual installation and repair services are required to be authorized in sales and service for at least two of the following manufacturer's product lines:

- BIAMP / Audia
- Renkus-Heinz / Iconyx Line Array
- OSC / Amplifiers
- Listen Technology / Hearing Assist Systems
- Electro-Voice / Polar-Choice Microphones
- BSS / Sound Web London

All vendors bidding on Audio/Visual installation and repair services are required to be members of the National Systems Contractors Association (NSCA).

Service Times

Vendors working under this contract shall provide services 24 hours a day, 7 days a week. For planning purposes, the standard or routine business hours for state offices is 8:00AM - 5:00PM, Monday through Friday. The customer and vendor will need to mutually negotiate service times for sites that do not operate under this schedule for installation as well as repair services. It is assumed that routine rates for services will apply during business hours while higher rates will apply to expedited requests and requests outside of the normal work schedule.

Response Times for Installation Services

- Vendor response to a routine request shall be no more than 5 working days after receipt of the request unless the customer specifies a longer interval. (Applies to all Areas)
- Vendor response to an expedited request shall be less than 5 working days as specified by the customer. (Applies to all Areas)
- Response for buried cable locates shall follow Kansas One-Call guidelines for Standard and Emergency locates. (Applies to all Areas)

Response Times for Repair Services

Requests for routine repair services that are received after 2:00PM on a standard working day shall be responded to no later than 10:00AM the next working day unless the customer negotiates a different response time with the vendor. This applies to all Areas.

- Vendor response to a routine request shall be no more than 3 hours after receipt of the request. (Areas 1, 2, 3 & 4)
- Vendor response to a priority request for service shall be no more than 2 hours after receipt of the request. (Areas 1, 2, 3 & 4)
- Vendor response to a routine request shall be no more than 4 hours after receipt of the request. (Areas 5 & 6)
- Vendor response to a priority request for service shall be no more than 3 hours after receipt of the request. (Areas 5 & 6)
- Response for buried cable locates shall follow Kansas One-Call guidelines for Standard and Emergency locates. (Applies to all Areas)

Standards, Guidelines, Codes

All work performed under this contract shall conform to the following list of standards, guidelines and codes, but shall not be limited to these publications. Current publications shall take precedence over older publications. A more stringent standard shall take precedence over a less stringent standard. The customer and OITS shall approve any deviation from industry standards, in advance of the actual work.

BICSI	Local Codes	NSCA
NEC	OITS Guidelines	
EIA/TIA	CWNP	
OSHA	Kansas One-Call	

Warranty

All components provided and installed by vendor shall be guaranteed unconditionally for the duration of the warranty period of the component against manufacturer defects and installation errors.

Workmanship of any installation shall be warranted for a period of at least one year from time of completion.

Penalty

The State of Kansas reserves the right to withhold payment of any invoice until all of the stipulations of this contract have been met.

Vendors who do not comply with all of the provisions of this contract may be subject for removal from the vendor pool.

Contacts

Jay Coverdale, OITS - Telecommunications Director
785-296-3937
jay.coverdale@ks.gov

Rick Willoughby, OITS - Installation/Service Manager
785-296-6069
rick.willoughby@ks.gov

Steven Green, Billing Contact
785-296-6079
steve.green@ks.gov

Lisa Smith, Security Clearance Contact
785-296-5501
Lisa.smith@ks.gov

Requesting Services

The following procedures shall be followed when requesting services under this contract:

- **Installation Services**

State of Kansas agencies shall submit a telecommunications service request to their Telecommunications Support Specialist (TSS) in OITS. OITS will forward the request to the appropriate vendor to have the work completed.

Non-State of Kansas entities shall work directly with the vendor.

- **Repair Services**

State of Kansas agencies shall contact the OITS Network Operations Center at 785-296-2310 to report the incident. OITS shall forward the request to the appropriate vendor for dispatch to the customer site.

Non-State of Kansas entities shall work directly with the vendor.

Vendor Responses to this Invitation For Bid (IFB)

Vendors shall fill out a Cost Proposal form for each of the following installation and repair service categories:

- Routine Installation Services (RIS)
- Expedited Installation Services (EIS)
- Routine Repair Services (RRS)
- Expedited Repair Services (ERS).

Include a dollar amount in each category of service in each area you wish to submit a bid. The dollar amount entered shall be based on one man hour for labor unless specified differently. Spaces left blank with no amount filled in will be considered a no bid for that area and for that particular service.

Vendors must provide copies of relevant certifications. OITS reserves the right to follow-up with a vendor to request more information including supporting documentation for claimed skills.

Vendors must provide make and model of tools and testers intended to be used under this contract for the purpose of performance measurement and quality assessment. This information shall be submitted annually.

Vendors shall supply at least five locations they have performed services similar to the work requested under this contract. The locations provided must be available for an onsite inspection by OITS staff upon request.

Vendors must provide contact information for service coordination, scheduling, and billing.

Evaluation and Award

Vendor responses to this IFB will be evaluated by a State of Kansas procurement committee for compliance to the requirements as specified on the previous pages. All vendors who meet the qualifications will be selected to participate in a vendor pool for the areas for which they have submitted bids.

Work requests will be awarded to vendors based on the following criteria:

- Location of service requested.
- Type of service requested.
- Lowest bid for type of service requested.
- Proximity of vendor to job site with associated mileage charges.
- Overall lowest cost for all services requested including travel expenses.
- Ability to meet the time schedule for the requested service.